

**BY ORDER OF THE COMMANDER  
KIRTLAND AIR FORCE BASE**

**KIRTLAND AIR FORCE BASE  
INSTRUCTION 36-3026**



**23 APRIL 2014**

***Personnel***

**COMMISSARY AND EXCHANGE  
PURCHASE AGENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on the publication.

---

OPR: 377 FSS/FSFR

Certified by: 377 FSS/CL  
(Mr. Rickey Farrin)

Pages: 5

---

This instruction implements Air Force Instruction (AFI) 36-3026\_IPV1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and other Eligible Personnel*. It establishes procedures to allow authorized commissary or exchange patrons to designate an individual to make purchases on their behalf or to accompany them while shopping in certain situations. This designation applies to facilities under the cognizance of the installation commander. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are: 5 United States Code (U.S.C.) 301, Departmental Regulations; 10 U.S.C. Chapters 53, Right and Benefits, Chapter 54, Commissary and Exchange Benefits. This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented or further implemented/extended. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**1. Roles and Responsibilities.** AFI 36-3026 does not authorize the issuance of a Defense Department (DD) Form 1173, *Uniformed Services Identification and Privilege Card*, to a

nondependent agent. IAW AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, para 3.2.1. "The installation commander can extend use of these facilities to an agent of an authorized user, when the user is not capable of shopping (usually up to a year). Force Support Squadron (FSS) *sic* documents the authorization using a letter of appointment..." IAW Department Of Defense Instruction (DoDI) 1330.17, *Armed Services Commissary Operations*, para 2.J.(3) and Enclosure 4, para 2.j. "Personal Agent or Personal Representative". IAW AFI 34-211(I), *Army and Air Force Exchanges Service Operations*, para 6-3.c. "In these cases, the garrison/installation commander will issue a letter of authorization to that designated agent." At Kirtland Air Force Base (KAFB) the installation commander delegates this authority to 377 FSS Airman and Family Readiness Center (FSFR). Authorized personnel will be issued a KAFB Form 202, *Commissary-Exchange Entry/Purchase Authorization*, also known as (AKA) an "Agent Pass".

1.1. **Issuance of an Agent Pass.** Personnel assigned to the 377 FSS/FSFR will maintain control of the agent-pass program.

1.2. **Pass and Registration Section.** Personnel assigned to the 377th Security Forces Squadron, (SFS) Pass and Registration (S5B) office ([para 6](#)) process requests for base access in accordance with established instructions.

1.3. **Requestor of Agent Pass.** The individual authorized use who is requesting an Agent Pass must make the request in person.

1.4. **Agent.** That person who will be acting for requestor and will be issued the agent pass. Agents are not authorized to shop for themselves.

**2. Eligibility.** 377 FSS/FSFR personnel will only issue an Agent Pass for an individual (requestor-authorized user) who is currently authorized shopping privilege access to the KAFB Defense Commissary (DeCA) and Army & Air Force Exchange Service (AAFES) base exchange (BX) via an approved Defense Enrollment Eligibility Reporting System (DEERS) issued identification (ID) card. The following circumstances must apply:

2.1. . Authorized user does not have an authorized ID card holding adult dependent (family member) currently available to shop for themselves or dependents.

2.2. Authorized user (military member) is assigned overseas, will be deployed and/or otherwise unable to shop for authorized dependents.

2.3. Authorized individual is unable to shop due to documented disability, illness, or surgery.

**3. Personal Presentation.** The authorized individual requesting an Agent Pass must make the request in person or provide an official Power of Attorney (POA). 377 FSS/FSFR may reissue cards annually if provided with updated required documentation.

#### **4. Documentation Required.**

4.1. The individual to be designated as an agent must possess a valid government approved and issued photo ID.

4.2. Requesting authorized individual must include a typewritten letter (medical stationery) from a physician that provides diagnosis and duration of his/her disability or illness that precludes personal physical use of BX and/or Commissary facilities.

4.3. Authorized patron must show their current Department of Defense (DoD) ID card.

4.4. A military member requesting an agent be designated per paragraph 2.1.1 or 2.1.2 must provide an original POA authorizing the agent to shop for that military member's authorized underage dependent(s). **Note:** If there is a question regarding the validity of required documentation, the Chief FSFR is officially authorized to accept or deny the presented documents. This authority is transferred to his/her designated representative in the chief's absence.

**5. Period of Authorization.** All forms will be issued for the specified period of medical condition or a one year period. The Agent Pass will be laminated at issue to preserve the document.

5.1. The document required from a physician as stated in paragraph 4.2. must clearly state the effective period of the medical condition.

5.2. Updated physician documentation will be required at time of Agent Pass renewal.

**6. Installation Entry Authorization.** Individuals issued an Agent Pass who do not have authorization to enter a Military Installation, i.e., KAFB entry, in their own right, must obtain a Defense Biometric Identification System (DBIDS) Pass or other base access method from the 377 SFS Pass and Registration (S5B) section pending a favorable background check.

6.1. Agent pass holders must pass all KAFB entry requirements to receive a base access pass. An Agent Pass does not guarantee entry onto the installation. The Individual must report to the S5B in the Consolidated Support Facility (Building 20245) with an issued Agent Pass to process a request for base access. Contact the SFS/S5B at 846-6429 to obtain information and current requirements.

6.2. If an Agent commits a crime whereby a normal authorized user (i.e. dependent) would receive a one year suspension of privileges or termination of base access, the Agent can expect to be served with the same notice.

TOM D. MILLER, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 28 March 2013

AFI 34-211(I), *Army and Air Force Exchanges Service Operations*, 30 July 2008

AFI 36-3026\_IP Vol 1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and other Eligible Personnel*, 17 June 2009

DoDI 1330.17, *Armed Services Commissary Operations*, 8 October 2008

***Prescribed Forms***

KIRTLANDAFB202, *Commissary-Exchange Entry/Purchase Authorization*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AAFES**—Army & Air Force Exchange Service

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AKA**—Also Known As

**ANG**—Air National Guard

**BX**—Base Exchange

**DBIDS**—Defense Biometric Identification System

**DD**—Defense Department

**DEERS**—Defense Enrollment Eligibility Reporting System

**DeCA**—Defense Commissary

**DoD**—Department Of Defense

**DoDI**—Department Of Defense Instruction

**FSFR**—Airmen and Family Readiness Office

**FSS**—Force Support Squadron

**IAW**—In accordance with

**ID**—Identification

**KAFB**—Kirtland Air Force Base

**KAFBI**—Kirtland Air Force Base Instruction

**MWR**—Air Force Morale, Welfare, and Recreation

**OPR**—Office of Primary Responsibility

**PA**—Privacy Act

**POA**—Power of Attorney

**RDS**—Records Disposition Schedule

**S5B**—Pass and Registration section

**SFS**—Security Forces Squadron

**U.S.C.**—United States Code

***Terms***

**Agent**— That individual designated and assigned to physically shop for authorized person who is unable to do so.